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| ***PLEASE READ THIS COLUMN*** | ***THIS SIDE TO BE FILLED IN BY HOST SITE*** |
| **Course info, contact details** for on-site support:The Course being considered for hosting is: Discover Enable Improve Align Build (NEW)This Course **WILL WILL NOT** require visits to GEMBA sites at the host facility (ask GBMP for details if the course will require GEMBA visits). | **Please fill in the information below:**Host Site Name: Contact Name: Telephone number:Email Address: |
| **Days/Times for the course**The course you are considering runs 2 days and the preferred daily start and end times are: 8:30 am to 5 pm, with check-in on day 1 from 8- 8:25 am | **What 2-day block and start end times can you commit to?**Dates:Start time daily:End time daily: |
| **Room** Should be large enough for a maximum of 25 attendees plus Instructors, and be comfortable for group-based work. Ideally set up with tables holding 4-6 people. Room must be quiet so participants can hear instructors and video content. If the training room is normally used for other purposes (e.g. a cafeteria), you must be able to ensure it is quiet and there are not interruptions.  | **How many course attendees can you accommodate** comfortably, bearing in mind that GBMP would like to have up to 25 attendees at a public course if possible? \_\_\_\_\_\_\_\_\_\_\_\_\_\_We **ARE ARE NOT** willing to make adjustments as needed in the proposed training room to ensure it is quiet and without interruption for the participants (circle one). |
| **Audio/Video/WIFI Requirements:**The instructor needs a projector that can be hooked to a laptop computer, and will also need sound capabilities. The instructor prefers to use his/her on laptop whenever possible but can potentially use a thumb drive if required to work from an on-site computer. **QUICK TIME PLAYER software is needed on your computer if GBMP must use your computer set-up.** *WIFI: Participants benefit from having WFI access during lunch and breaks.*  | **Which of the following can your site provide?** (circle your answers)Projector: Y NSpeakers: Y N**Will the Instructor be able to connect to the projector and speakers using their own laptop?** Y N**If host site expects GBMP to use their computer set up, QUICK TIME PLAYER is necessary. Can you provide this software?** Y N**Will the participants be able to have WIFI access from your site?** Y N |
| **Flip Charts, Markers, Post-it notes and easels** are needed for each of the groups, and 1 set for the instructor(s). Preferably these will be post-it note flipcharts. Each team should have two packs of post-it notes and each stack should be a different color.  | **Flip Charts, stands, post-it notes and markers will be available for each team and instructors:** Y N |
| **Refreshments required:** * Water throughout
* Coffee and continental breakfast upon arrival both days
* Lunch on both days
* Mid-morning drinks and mid-afternoon drinks and snacks

*NOTE: Sometimes participants have special dietary requirements such as vegetarian, vegan or gluten-free diets.*  |  **Please indicate below what your plans are for refreshments:** **Will the host site be able to accommodate special dietary requirements if necessary?** Y N |
| **Opening introduction to the host site:** We prefer that someone from the host site provide a 10-15 minute business overview on the first morning, so that participants in public courses have an idea of the work done at the site, and where the company is on the lean journey. It would be helpful if a short presentation about the host site could be provided to GBMP in advance, as a .pdf document, one that can be shared with participants before they arrive at the host site.  | **Please indicate below who will provide the 10-15 minutes overview** *(please note: the overview MUST be kept to 15 minutes or less):* We **WILL WILL NOT** be able to provide a .pdf file that is an overview of our site to GBMP for sharing with participants prior to the course (circle one). |
| **Agreement to provide Gemba sites** for teams: Some Shingo courses require workplace visits (GEMBA visits). This will be indicated in the first box at the top of this column. For example, during the Discover course, each team will visit 2 different Gemba site on day 2 to practice assessment and questioning skills. This typically means someone from the host site must escort the teams to/from the Gemba sites.  | **If the course you want to host requires GEMBA visits can you provide enough GEMBA sites for 4-6 teams** (meaning 4-6 different GEMBA locations) to do direct observation and talk to employees? Y N *\*The instructor will contact the host site prior to the course to discuss the gemba activities and requirements for this part of the course in more detail.*  |
| **Company restrictions, ITAR, PPE/Health and Safety Requirements:**Please consider if there are any company restrictions, ITAR rules, personal protective equipment, health or safety requirements that GBMP should make attendees aware of prior to coming to the course. *(e.g. must have closed toed shoes, no make-up, must be a U.S. citizen, must show a picture ID, cannot be a competitor of yours). If personal protective equipment is required, please indicate if the host site will provide any of it (e.g. host site will provide safety glasses)* | There **ARE ARE NOT** company, ITAR, PPE, health and/or safety requirements that attendees need to be aware of (circle one) \*\**\*\*If there ARE, please define them below. If PPE/Safety equipment is required, please indicate if the host site will or will not supply it.* |
| **Directions to the host site:** Please indicate where attendees can find directions to the host site, and indicate if there are any special parking requirements. | **Attendees can find directions to the host site as follows:****List any special parking requirements below:** |
| **Local lodging options for public courses.** Please suggest one or more reasonably priced hotels near the host site.  | **List recommended lodging information below:** |
| **Agreement to Host:** By initialling and dating at right, and returning this completed form to GBMP, you are agreeing to serve as a host site for the Shingo Course indicated above. Email form to: Lela.glikes@umb.edu or fax to 617-287-7699 | **We are willing and able to host the Shingo Course listed above:**Signature: Telephone: Email of person signing: Date:  |